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**Subject:** How to delete or empty your emails

To delete the emails in Delete or Sent Items - Hold down the Control key and click on either the trash can in front of Deleted Items or if deleting sent items. the folder in front of Sent Items. A drop down menu should appear with the option to "Delete all"

If you want your deleted emails to automatically be deleted and not go to your Deleted Items folder there is a setting you can change. Click on Settings in your webmail just below the AH25 mail icon you will see "Delete messages permanently(don't move them to the Deleted Items folder)" it is under the General tab below "Number of displayed messages:" if you check the box in front of that, your items will automatically be gone forever.

I sent information for Webmail that I covered in my lunch tutorials, if anyone would like me to send that to them again, please let me know.

And a clarification if you are going to save your emails as pdf be sure to open them up and if they have an attachment you need to open the attachment and save that separately.

Hope this helps.

Maribeth